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Security Information

21 July 1952

MEMORANDUM FOR: Chief, AL

VIA: PT/PE

SUBJECT: Reclassification of Slot Number 491

1. It is requested that slot number 491, [REDACTED] Headquarters T/O, be reclassified. The slot is now entitled Secretary (Stenographer). It is desired to change the title of the slot to Administrative Clerk.

25X9A2

2. The girl currently occupying the slot is not a secretary and is not performing secretarial functions. Briefly, her job consists of maintaining certain covert files, routing mail, and assisting the executive officer both in his function as acting division training liaison officer and by providing him with information concerning covert personnel.

3. The undersigned feels that this function is an important one in this branch, and one not easily dispensed with. The job does not call for a secretary, but for an administrative clerk. Consequently the reclassification is believed to be justified.

[REDACTED]

EX/SR/PC

25X1A9a

[REDACTED]

25X1A9a

(5) will follow
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